PPENDIX 4 LIGHT REFRESHMENTS/MEALS MATRIX				
Line of Ciff Funds for Light Defreehments (Marie	TVDE OF	DARTICIDANT		
Use of Gift Funds for Light Refreshments/Meals  LR - Light Refreshments M - Meals	I YPE OF	TYPE OF PARTICIPANT		
LR - Light Refreshments - M - Meals				
	Fadaval Francisco	Non-Federal Person		
	Federal Employee	Non-rederal Person		
Type of Event				
Type of Event				
A. NIH Sponsored Event (Training) 1/				
(1) On campus, NIH facility, or other Government facility (Local <b>6</b> /) LR/M	YES	YES <b>2</b> /		
(2) Non-government facility (Local /6) LR/M	YES	YES 2/		
(3) Outside the Local area LR/M	YES	YES <b>2</b> /		
(0) Satisfac the Local area Livin	120	120 21		
B. NIH Sponsored Event (Conference Training) 3/				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES <b>2</b> /		
(2) Non-government facility (Local ) LR/M	YES	YES 2/	+	
(3) Outside the Local area LR/M	YES	YES 2/		
(0) 0 415-45 (1.0 2554) 4.754 (2.11)		. = 0 =		
C. NIH Sponsored Event (Conference/Meeting - Non-Training Related) 4/				
(1) On campus, NIH facility, or other Government facility (Local ) LR Only	YES 4/	YES 2A		
(2) Non-government facility (Local ) LR Only	YES 4/	YES 2A/		
(3) Outside the Local area LR Only	YES 4/	YES 2A/		
(o) Satoras the Essar and Ere Sing	120 4	128 276		
D. NIH Employee Recognition and Awards Ceremonies				
(1) On campus, NIH facility, or other Government facility (Local ) LR Only	YES	YES		
(2) Non-government facility (Local ) LR Only	YES	YES		
(3) Outside the Local area LR Only	YES	YES		
NOTE: Under 65 Comp. Gen. 738 (1986))		1 - 1		
E. NIH EEO/Cultural Awareness Programs				
(1) On campus, NIH facility, or other Government facility (Local )	YES 7/	YES 8/		
(2) Non-government facility (Local )	YES 7/	YES 8/		
(3) Outside the Local area	YES 7/	YES 8/		
NOTE: Under 60 Comp. Gen. 303 (1981)				
F. NIH Recruitment of Post-Docs, SES Staff, and Scientists 5/				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES		
(2) Non-government facility (Local ) LR/M	YES	YES		
(3) Outside the Local area LR/M	YES	YES		
G. NIH Receptions Honoring Foreign Dignitaries, Prominent U.S. Citizens				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES		
(2) Non-government facility (Local ) LR/M	YES	YES		
(3) Outside the Local area LR/M	YES	YES		

H. NIH Receptions for Foreign Delegations Traveling under Bilateral					
Agreements					
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES			
(2) Non-government facility (Local) LR/M	YES	YES			
(3) Outside the Local area LR/M	YES	YES			
I. NIH Special Events 9/					
(1) On campus, NIH facility, or other Government facility (Local) LR Only	YES	YES			
(2) Non-government facility (Local) LR Only	YES	YES			
(3) Outside the Local area LR Only	YES	YES			
KEY:					
1/ "Training", 5 U.S.C. 4101 (Government Employees Training Act) - The process	of providing for and ma	oking available to an em	playon and		
placing or enrolling the employee in , a planned, prepared, and coordinated program, course, cur		•			
in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fiel					
and assist in achieving the agency's mission and performance goals. The following conditions m					
	·	·			
a) The providing of meals is necessary to achieve the ob-					
b) The meals are incident to the Training in that a portion	n of the training is conducte	ed during the meal session	S.		
2/ An individual legitimately performing a direct service, e.g., making a presentation, of U.S.C. 5703 and 5 U.S.C. 4109)	conducting the training, a	advising in an area of ex	xpertise		
2A/ An individual performing a direct service, e.g., making a presentation, advising in	an area of expertise, pa	articipating, collaborating	a. etc.		
(31 U.S.C. 1345 NOTE (Section 505)		3, 11 11 1	<i>y</i> ,		
2/ "Conference Training" A conference can be considered as "Training" under 5 C	ED 440 404 anh unhan 4	the fellowing conditions	are mati		
3/ "Conference Training" - A conference can be considered as "Training" under 5 C  a) The announced purpose of the conference is educated the conference is educated to the conference is		the following conditions	are met:		
		of information between r	presenters and	-	
b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience, which meets the definition of training as contained in 5 U.S.C. 4101 (see above);					
c) The content of the conference is germane to improving individual and/or organizational performance; and					
d) Development benefits will be derived through the er		<u> </u>	0, 0.10		
Similar to Footnote No. 1 above, the following conditions must be met in order to provide meals to Federal employees at a "Training" event:					
a) The providing of meals is necessary to achieve the objectives of the Conference Training program; and					
b) The meals are incident to the Conference Training of	event in that a portion of	the training is conducte	ed during the meal sessions.		
4/ "Conference/Meeting - Non-Training Related" - This is a non-internal day-to-day					
"Conference Training". The event can be an administrative or scientific-based conference	ence, workshop, semina	r, symposium, etc. and	the following conditions must be me	t:	
a) The event has a duration of a minimum of 4 hours;					
b) The LR are incidental to the event;					
c) The partaking of the LR are necessary for employees to participate fully in t					
d) Employees are not able to take the LR elsewhere without missing formal discussions, lectures, speeches, etc. concerning the purpose					
NOTE: Federal Advisory Committee (FAC) Members are considered advisors to the N	IIH and as such, LR may	y be authorized for all a	ttendees at periodic FAC meetings.		
(May 16, 2003 OGC opinion and OFM decision)					

5/ These are recruitment efforts linked to a formal search process for NIH positions. LR and "working meals" may be authorized.
6/ "Local" (Throughout the Matrix) - Travel area defined (HHS Travel Chapter 4-20-10) as w/in a 50 mile radius from BOTH the employee's residence and permanent duty station to
to a temporary duty site.
7/ Federal employees make partake of small samples of ethnic foods served as part of the formal program.
8/ Non-Federal guest speakers may be authorized a meal if the event is away from their home or place of business.
N. The second state of the All Labination of a NILL Const. House Dutling Delication Of Const. Delication Delication
9/ These are events that further the NIH objectives, e.g., NIH Open House, Building Dedication, CFC and Savings Bonds Drives, etc.
Carry Delian. For any of the charge applicable counts, when the appropriate a principle of the charge applicable counts are the charge applicable and the charge applicable appropriate applicable applicable appropriate applicable appropriate applicable appropriate applicable applicable appropriate applicable ap
General Policy - For any of the above applicable events, when the sponsor furnishes a "meal" to an individual who is receiving a per diem allowance, the "meals" portion of that allowance must be reduced accordingly.
anowance must be reduced accordingly.
Gift Fund Policy - Gift funds for entertainment may be used only if the entertainment will further a valid function of NIH, if the function could not be accomplished as
effectively from the Government's standpoint without the expenditure, and if the expenditure does not violate any restrictions imposed by the donor on the use of the funds.
Gift funds may not be used for entertainment which does not bear a legitimate relationship to official agency purposes.
giftfundsIrmeals5 10/09/03